

MERIT Profile Update

Managed Education and Registry Information Tool (MERIT)

Department of Early Learning (DEL)
Attn: MERIT -PO Box 40970- Olympia, WA 98504
MERIT support: merit@del.wa.gov or (866) 482-4325 option 8

Para información en Español mande un e-mail a merit@del.wa.gov o llame al (866) 482-4325, opción 8

DEL Use Only	
Rec. _____	
Inp. _____	

Use this form to update information for your MERIT profile. You can complete this same application online at merit.del.wa.gov. To find your STARS ID number and access your MERIT profile, visit the MERIT homepage or contact MERIT Support. Fields marked with an asterisk (*) are required.

SECTION 1: APPLICANT INFORMATION

PLEASE PRINT OR TYPE

*Last name		*First Name	Middle Name
*Street Address			Apartment/Unit #
*City	*County	*State	Zip Code
Birthdate (mm/dd/yyyy) ____/____/____	*STARS ID Number	*Contact phone (home or work) () ____-____ext. ____	Cell Phone () ____-____
E-mail ____@____.____		Alternate e-mail ____@____.____	

SECTION 2: EMPLOYMENT INFORMATION

Licensed provider employment

*Provider ID Number. Usually located at the top left corner of the license; contact your supervisor or licensur for assistance. #	*Name of place of employment as it appears on the license . If a Family Child Care, use the licensee name:	Employment Start Date: mm/dd/yyyy ____/____/____
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Fill in the job title that most closely describes what you do. Required to complete STARS training (*).

<input type="radio"/> Child Care Center Director* <input type="radio"/> Child Care Center Program Supervisor* <input type="radio"/> Child Care Center Lead Teacher* <input type="radio"/> Child Care Center Assistant or Aide	<input type="radio"/> Family Child Care Provider/Licensee* (Person whose name is on the license) <input type="radio"/> Family Child Care Primary Worker* <input type="radio"/> Family Child Care Assistant <input type="radio"/> Other:	(School-age sites are licensed only for children 5yr-12yr old) <input type="radio"/> School-Age Program Director* <input type="radio"/> School-Age Site Coordinator* <input type="radio"/> School-Age Lead Staff or Group Leader* <input type="radio"/> School-Age Child Care Assistant
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In-home/relative provider employment (This number is located on the top of the monthly subsidy invoice from DSHS)

Social Service Payment System (SSPS) Provider Number: #	Employment Start Date: ____/____/____
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SECTION 3: DEMOGRAPHIC DATA (USED FOR STATISTICAL PURPOSES ONLY)

Shade all that describe you:

- ☐ African American
 ☐ Eastern European
 ☐ Indochinese
 ☐ Latino
 ☐ Pacific Islander
 ☐ Alaska Native
 ☐ Caucasian
☐ Japanese
☐ Native American
☐ Chinese
☐ Filipino
☐ Korean
☐ Middle Eastern
☐ Other: _____

If it were available, in what language would you prefer to have your training?

- ☐ American Sign Language
☐ English
☐ Korean
☐ Spanish
☐ Vietnamese
☐ Chinese
☐ Russian
 Other: _____

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SECTION 4: EDUCATION/CERTIFICATES/CREDENTIALS/ENDORSEMENTS

You may submit education information to DEL for review and verification. Attach the proper document(s) to this application and send it to DEL so the information can be entered as a permanent part of your MERIT account. The type of education information you would send to DEL are documents such as:

- Copy of original certificate for items such as a Child Development Accreditation (CDA), Montessori credential/endorsement, or 13 Military Modules certificate of completion,*
- **Official** transcripts (**cannot be a copy**) from the college to verify completion and award of a degree,*
- Transcripts to verify college course completion and credits awarded (Must include your name, the college name, dates courses completed and credits earned. Official descriptions of the courses must be provided if the course is not a part of the college's Early Childhood Education department),* or
- Copy of original document issued **by a college** for items such as endorsements or certificates of achievement, proficiency, completion or recognition.*

If your current name is not on the documentation, include proof of name change (e.g., marriage certificate). You are responsible for maintaining original documents for your personal records. All forms and documentation (1) that appear to have been **altered** or on which "**white out**" has been used will not be verified under any circumstances, and (2) become the property of DEL and will not be returned.

Education

Degree/Credential/Certification (AA, BA, MA, CDA, etc.)	Year Received	School or Institution	Major/Subject Area	Expiration

Continuing Education (For the 10 hour annual STARS training requirement) Attach documentation as noted in Section 4.

Training/Class title	Trainer or School name	Year Received

Educational Exemption (For Basic 20-hour STARS training) Attach documentation as noted in Section 4.

An educational exemption is not required; it is one way to meet the 20-hour STARS training requirement. If you have already met the requirement, or are going to take the 20-hour STARS training, do NOT apply. To be considered for the exemption, please mark **one** option below and attach documentation that supports that option. We will send a response within 30 calendar days.

Option #1

I work in a licensed center, family child care home **or** school-age program and have attached documentation of my:

- ☐ 12 college quarter credits specifically identified as early childhood education/child development
- ☐ Associates (or higher) Degree in Early Childhood Education/Child Development (Provide **official** transcripts - cannot be a copy)
- ☐ Current Child Development Associate (CDA) credential
- ☐ Montessori credential from a MACTE-accredited Montessori training program
- ☐ Completion of 13 military modules

Option #2

I work in a program **licensed as a** FAMILY CHILD CARE HOME and have attached documentation of my:

- ☐ Associates (or higher) Degree in school-age care, elementary education, special education or recreation (Provide **official** transcripts - cannot be a copy)

Option #3

I work in a program **licensed as** SCHOOL-AGE CARE and have attached documentation of my:

- ☐ College degree (associates or higher) in school-age care, elementary education, special education or recreation (Provide **official** transcripts - cannot be a copy)
- ☐ 45 college quarter credits specifically in school-age care, elementary education, special education or recreation
- ☐ [Group leaders only] 12 college quarter credits specifically in school-age care, elementary education, special education or recreation.